

Michigan Department of Health and Human Services

Child Placing Agency Time Study Instructions

Effective October 2016

The random moment time study (RMTS) includes activities that correspond to the programs supported by designated staff within the Michigan Department of Health and Human Services (DHHS). DHHS is conducting an email/web-based RMTS system. The study began on October 1, 2014. Participating staff are those who support multiple programs administered by private child placing agencies contracted with DHHS. Based on these observations, the total effort of a group of employees is determined with a high degree of confidence that approximates the same results as having observed employees for 100% of their time at work. The results of the RMTS are used in DHHS's quarterly cost allocation plan (CAP) to allocate department costs to reimbursable and non-reimbursable areas. This level of detail is required to allow the department to be in compliance with the federal regulations for federal claiming. The RMTS must be conducted on a continuous basis to support quarterly and annual claiming activities. We thank you in advance for your time and cooperation. Please direct all questions to either Public Consulting Group at midhhscca@pcgus.com or the MDHHS RMTS Hotline at 517-373-3558 or MDHHS-RMTS@michigan.gov. You may also call the CPA hotline at 866-803-8702.

HOW TO COMPLETE THE RANDOM MOMENT TIME STUDY

Participants receive an e-mail that directs them to access their moment through a website. The link sent in the e-mail directs the user to the DHHS RMTS. After entering the system, workers are then asked whether they are working on a case or not. Depending on the answer provided, they are asked to select list of individual programs and activity codes that fall under their subsequent programs. After choosing their responses, the user selects a Submit button to record the activity. The moments must be completed within three business days. Participants receive a reminder e-mail 4-hours, 24-hours, 32-hours, and 48-hours after each moment if the moment has not yet been completed. If you are working on a case, you will be asked to provide the Case ID. In the event that one has not yet been assigned, the client's name will suffice.

Please remember that the RMTS is mandatory and must be completed in a timely manner. Every moment that is assigned must be completed! Moments stay 'live' in the system for three business days so if a participant is on leave for a short time, they must still complete the moment upon their return, if it is still 'live.'

Activity Descriptions

Select the program/activity combination which best describes what you are doing at your random moment in time. Please use your professional judgment to select the choice that most closely fits the activity you are completing. For activities performed on multiple cases at a time (e.g., filing a stack of case documents), you should select a single case based on your best judgment and select the activity for that case. Any activity performed outside of the scope of your agency's contract with the Michigan Department of Health and Human Services (DHHS) to provide child placing or adoption services should be coded as a Non-DHHS Foster Care/Adoption Contract Activity (58).

A. CHILDREN IN OUT-OF-HOME PLACEMENTS (FOSTER CARE)

Activity codes under Services to Children in Out-of-Home Placements refer to activities for all cases where a removal (or re-removal) of a child from his/her home has occurred and that child is residing in an out-of-home placement. All time spent with **youth in "independent living" arrangements** should also be coded here, as well as any time spent with foster care ICPC cases.

1. Child Placement

This activity code is for child placement activities for children being accepted and discharged from the Child Placing Agency's (CPA) placement and when a child is being moved from one foster home to another foster home. Activities that may be performed as part of this code include:

- a. Placement identification and selection.
- b. Placement exception requests.
- c. Absent Without Legal Permission (AWOLP) activities.
- d. Preparing the child and family for placement.

**Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016**

- e. Identifying and overseeing respite placements.
- f. Payment activities (monitoring, reviewing, and submitting invoices from foster parents for approval to DHHS or your agency) for clothing grants, room and board, or other supplemental reimbursements.
- g. Assessing and/or assisting with Determination of Care (DOC) related to the child's placement and based on the results of the assessment.
- h. Updating placements in MiSACWIS.

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities.

Excludes routine visits to children in placement (i.e. placement visits) – see Child Welfare Case Management code #3.

2. Medical/Behavioral Health Case Management

This activity code is for the referral, coordination, and monitoring of a child's medical, physical, dental, clinical, psychological/psychiatric, and behavioral health needs for cases where the child is in a foster care setting. Activities that may be performed as part of this code include:

- a. Coordinating medical, dental, psychological/psychiatric, and behavioral health needs of the foster child. Activities include scheduling appointments, attending psych and medication reviews, treatment planning, ensuring access to medications, monitoring progress, etc.
- b. Referrals to medical services, including Early Periodic Screening, Diagnosis, and Treatment (EPSDT), therapy and other behavioral health services, and follow up appointments. This included referrals for parents assuming therapy or other behavioral health services for the parent is part of the child's case plan.
- c. Coordinating health-related assessments of the foster child. Activities include pediatric screens and evaluations of child's developmental stage.
- d. Contact with foster family regarding medical, psychological/psychiatric and behavioral health needs of the foster child, including updating family and/or collateral contacts (relatives, doctors, educational partners) on medical progress/needs.
- e. Coordinating drug testing/screening for parent if related to the foster child's case.
- f. Case Conferences related to the medical, psychological/psychiatric and behavioral health needs of the foster child.
- g. Responding to medical emergency calls and making necessary hospital visits or stays with the foster child.
- h. Providing transportation for the foster child to or from a medical, dental, psychological/psychiatric or behavioral health appointment.
- i. Assessing and/or assisting with Determination of Care (DOC) related to the child's medical needs and based on the results of the assessment.
- j. Contacts with DHHS Health Liaisons regarding locating appropriate doctors, changing providers, or assistance with insurance on behalf of the child.
- k. Adding medical provider payments to MiSACWIS.

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities.

3. Child Welfare Case Management (Non-Medical/Non-Behavioral Health Related)

This activity code is for general case management and case supervision activities for all cases where a removal of a child from his/ her home has occurred. Referral, coordination, and monitoring of the child's non-medical needs should be coded here. The following activities are among those defined as child welfare case management:

- a. Contacts with foster family or biological family, including home visits, home assessments, child/family assessments, and monitoring of care.
- b. Arranging and attending family team meetings.
- c. Arrangement for worker-client contacts and child-family visitation schedules for all cases with children in placement, monthly visits with children, placement resources, parents, and siblings, etc. This activity includes

Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016

supervised home visits and agency visits. This example also includes attending meetings or appointments with the foster child related to non-medical needs or services.

- d. Assisting with identifying and obtaining services to meet the non-medical needs of the foster child. Activities include but are not limited to specifying services to be provided in the family's service plan, determining what services are appropriate and available, and referring to those services.
- e. Monitoring the outcomes of any service appointments and service plans consults.
- f. Case conferences related to non-medical needs of the foster child.
- g. Documentation of contacts with the family or collaterals for non-medical needs of the foster child.
- h. Development and completion of the foster child's service case plan and safety plan. Activities include updating the plan as well as any time spent reviewing and ensuring ongoing compliance with the plan, including implementing court orders.
- i. Participation in IEP, school hearings, and other educational meetings on behalf of the foster child.
- j. Assisting clients with referrals for SSI eligibility or referring parents to the SSI program for the foster child.
- k. Assisting with non-medical crisis management. This example includes time spent mediating as well as meeting with police officers.
- l. Assessing and/or assisting with Determination of Care (DOC) not related to the child's medical needs and based on the results of the assessment.
- m. Providing transportation for the foster child to or from a non-medical appointment.
- n. Recruiting or assessing host/home providers specific to the child on your case load in a foster care placement.

Includes

- Regularly scheduled home visits related to the above activities.
- Recording of contacts for all above activities.
- All related paperwork, case supervision, phone calls, e-mails, clerical activities (e.g. data entry, filing), or staff travel required to perform these activities.

4. Arranging for Medical and Behavioral Health Transportation or Translation Services

Arranging for transportation or translation assistance for a foster child to access medical services. This activity includes all related paperwork, case supervision, phone calls, e-mails, clerical activities (e.g. data entry, filing), or travel required to perform these activities. *If providing the actual transportation, select the activity that the transportation is needed for.*

5. Arranging for Non-Medical Transportation or Translation Services

Use this code when arranging for transportation or translation assistance for the foster child to access non-Medical educational and social services. This activity includes all related paperwork, case supervision, phone calls, e-mails, clerical activities (e.g. data entry, filing), or travel required to perform these activities. *If providing the actual transportation, select the activity that the transportation is needed for.*

6. Preparation for, or participation in, Judicial Activities related to Family Court and Child Welfare Hearings

This activity code is for the preparation for and participation in judicial activities, and court proceedings in Family Court. Activities that may be performed as part of this code include:

- a. Contacts and court proceedings regarding review hearings, changes in placement, termination hearings, case closures, fair hearings and appeals for all cases where a removal of a child from his/ her home has occurred.
- b. Developing, updating, or other work associated with reports for Child Welfare court hearings.
- c. Participation in preparatory meetings with attorneys, being on stand-by at the court, and testifying on behalf of a case.
- d. Writing court recommendations and progress notes, and sending/receiving files from the court related to the child's case.
- e. Case conferences related to child welfare legal matters.

**Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016**

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities should be coded here.

Excludes non-child welfare legal activities, such as Friend of the Court or criminal matters (see next code).

7. Legal Activities Not Related to Child Welfare or Family Court

This activity code is for any time preparing for or participating in judicial hearings and activities that are not specifically related to the family court proceedings for a foster child, such as criminal proceedings or Friend of the Court matters.

Includes testifying as a witness in another case and all related paperwork, case supervision, phone calls, e-mails, clerical activities (e.g. data entry, filing), or staff travel required to perform these activities.

8. Child Protective Services Complaint Investigation

This activity code is for investigation of and responses to complaints related to potential abuse or neglect of children by parents. Examples of this activity include:

- a. Conducting interviews, home visits, phone calls, or reviewing documentation, etc. to determine whether to substantiate or deny allegations of abuse or neglect.
- b. Performing case consultations regarding allegations of abuse or neglect.
- c. Completing complaint reports or narrative investigation reports.
- d. Sending notice of disposition of CPS investigation to accused perpetrator.
- e. Bringing the child to an emergency room or doctor to determine abuse or neglect.
- f. Communicating with law enforcement or DHHS about the investigation.

Includes all related paperwork, case supervision, phone calls, e-mails, documenting in MiSACWIS, filing, or travel required to perform these activities.

9. Sex Trafficking Monitoring and Reporting

This activity code is for time spent identifying sex trafficking instances for children or youth in all cases where a removal of a child from his/ her home has occurred. If the state has reasonable cause to believe that any such child is, or is at risk of being, a victim of sex trafficking or a severe form of trafficking in persons, workers should use this code for time spent documenting in agency records and/or determining appropriate services with respect to any child. Should the worker have any contact with law enforcement authorities, the National Center for Missing and Exploited Children, or the Federal Bureau of Investigation (FBI) related to any sex trafficking case or potential case in the state of Michigan, workers should also use this code to record their activity.

10. Direct Counseling or Treatment (Billable)

This activity code is for direct counseling or treatment services provided by the case worker to ameliorate or remedy personal problems or behaviors of the foster child. This code should not be used when caseworkers are arranging for these services to be provided or are referring the clients to such services. **The use of this code is appropriate only when the case worker being sampled is actually personally providing and licensed to provide direct psychological, clinical, or other therapeutic counseling or treatment.** This activity includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

11. Title IV-E Eligibility Determination Activities

This activity should be used when performing activities related to **Title IV-E** eligibility determination and redetermination activities which can include:

- a. Gathering information required for Title IV-E eligibility determinations and redeterminations.
- b. Completing DHHS- 352 form.
- c. Contacts with DHHS monitor relating to Title IV-E eligibility determinations.

**Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016**

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities.

12. Medicaid Eligibility Determination Activities and Outreach

This activity should be used when performing activities related to Medicaid eligibility determination activities which can include:

- a. Gathering information required for Medicaid determinations.
- b. Educating older foster care children about or referring the foster child to the Medicaid program.
- c. Assisting in filling out the Medicaid application.
- d. Referring foster children to the Department of Health and Human Services (DHHS) or the Michigan Health Insurance Exchange. This also includes any time spent working with DHHS Health Liaisons.

Includes related paperwork, phone calls, case supervision, e-mails, recording contacts, filing, or travel required to perform these activities.

Excludes Title IV-E eligibility related activities.

13. Child Specific Recruitment/Licensing Approval of Foster Homes

This activity code is for worker participation in recruiting and licensing of foster homes *for a foster child on your caseload*. This activity includes any time spent on home studies and any time spent on the 3130-A relative home assessment, including recruiting relatives for the child.

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities.

14. Child Specific Recruitment/Licensing Approval of Adoptive Homes

This activity code is for worker participation in recruiting and licensing of adoptive homes. This activity includes the review of standards for admission policies, safety, sanitation and protection of civil rights. This activity also includes any time spent on home studies and any time spent on the 3130-A relative home assessment.

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities.

**Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016**

B. SERVICES TO CHILDREN IN AFTERCARE

Activity codes under Services to Children in Aftercare refer to activities for all cases where a child has returned to their biological placement and been reunified, but your agency is still involved with the child for the subsequent period. All time spent with aftercare ICPC cases should also be coded here.

15. Medical/Behavioral Health Case Management

This activity code is for the referral, coordination, and monitoring of a child's medical, physical, dental, clinical, psychological/psychiatric, and behavioral health needs for children in aftercare. Activities that may be performed as part of this code include:

- a. Coordinating medical, dental, psychological/psychiatric and behavioral health needs of the child. Activities include scheduling appointments, attending psych and medication reviews, treatment planning, ensuring access to medications, monitoring progress, etc.
- b. Contacts with DHHS Health Liaison regarding locating appropriate doctors, changing providers, or assistance with insurance on behalf of the child.
- c. Referrals to medical services, including Early Periodic Screening, Diagnosis, and Treatment (EPSDT), therapy, and other behavior health services, and follow up appointments.
- d. Coordinating health-related assessments of the child. Activities include pediatric screens and evaluations of child's developmental stage.
- e. Contact with parent(s) regarding medical, psychological/psychiatric and behavioral health needs of the aftercare child.
- f. Case conferences related to the medical, psychological/psychiatric and behavioral health needs of children in aftercare.
- g. Responding to medical emergency calls and making necessary hospital visits or stays with the child.
- h. Providing transportation for the child or family to or from a medical, dental, psychological/psychiatric or behavioral health appointment.

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities.

16. Child Welfare Case Management (Non-Medical/Non-Behavioral Health Related)

This activity code is for general case management and case supervision activities for all cases where a child has returned to their biological parent. Referral, coordination, and monitoring of the child's non-medical needs should be coded here. The following activities are among those defined as case management:

- a. Contacts with family including home visits, home assessments, child/family assessments, monitoring of care, and activities.
- b. Arranging and attending family team meetings.
- c. Attending meetings or appointments with the child related to non-medical needs or services.
- d. Assisting with identifying and obtaining services to meet the non-medical needs of the child. Activities include but are not limited to specifying services to be provided in the family's service plan, determining what services are appropriate and available, and referring to those services.
- e. Monitoring the outcomes of any services appointments and service plans consults.
- f. Case conferences related to non-medical needs of the child.
- g. Documentation of contacts with the family or collaterals for non-medical needs of the child.
- h. Development and completion of the child's service case plan and safety plan. Activities include updating the plan as well as any time spent reviewing and ensuring ongoing compliance with the plan, including implementing court orders.
- i. Participation in IEP, school hearings, and other educational meetings on behalf of the child.
- j. Assisting clients with referrals for SSI eligibility or referring parents to the SSI program for the child.

Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016

- k. Assisting with non-medical crisis management. This example includes time spent mediating as well as meeting with police officers.
- l. Collaborating with family reunification services including referral to entering information into the family reunification plan or face to face contacts with family reunification services

Includes

- Regularly scheduled home visits related to the above activities.
- Recording of contacts for all above activities.
- All related paperwork, case supervision, phone calls, e-mails, clerical activities (e.g. data entry, filing), or travel required to perform these activities.

17. Arranging for Medical and Behavioral Health Transportation or Translation Services

Arranging for transportation or translation assistance after reunification for a child to access medical services. This activity includes all related paperwork, case supervision, phone calls, e-mails, clerical activities (e.g. data entry, filing), or travel required to perform these activities. *If providing the actual transportation, select the activity that the transportation is needed for.*

18. Arranging for Non-Medical Transportation or Translation Services

Use this code when arranging for transportation or translation assistance after reunification for the child to access non-Medical educational and social services. This activity includes all related paperwork, case supervision, phone calls, e-mails, clerical activities (e.g. data entry, filing), or travel required to perform these activities. *If providing the actual transportation, select the activity that the transportation is needed for.*

19. Preparation for, or participation in, Judicial Activities related to Family Court and Child Welfare Hearings

This activity code is for the preparation for and participation in judicial activities, court proceedings, in Family Court.

Activities that may be performed as part of this code include:

- a. Contacts and court proceedings regarding review hearings, changes in placement, case closures, fair hearings and appeals.
- b. Developing, updating, or other work associated with reports for Child Welfare court hearings.
- c. Participation in meetings with attorneys, being on stand-by at the court, testifying on behalf of a case.
- d. Writing court recommendations and progress notes, and sending/receiving files from the court related to the child's case.

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities.

Excludes non-child welfare legal activities, such as Friend of the Court or criminal matters (see next code).

20. Legal Activities Not Related to Child Welfare or Family Court

This activity code is for any time preparing for or participating in judicial hearings and activities that are not specifically related to the family court proceedings that occur after reunification. This activity includes testifying as a witness in another case or attending drug court with adults.

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities.

21. Child Protective Services Complaint Investigation

This activity code is for investigation of and responses to complaints related to potential abuse or neglect of children by parents. Examples of this activity include:

- a. Conducting interviews, home visits, phone calls, or reviewing documentation, etc. to determine whether to substantiate or deny allegations of abuse or neglect.

Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016

- b. Performing case consultations regarding allegations of abuse or neglect.
- c. Completing complaint reports or narrative investigation reports.
- d. Sending notice of disposition of CPS investigation to accused perpetrator.
- e. Bringing the child to an emergency room or doctor to determine abuse or neglect.
- f. Communicating with law enforcement or DHHS about the investigation.

Includes all related paperwork, case supervision, phone calls, e-mails, documenting in MiSACWIS, filing, or travel required to perform these activities.

22. Sex Trafficking Monitoring and Reporting

This activity code is for time spent identifying sex trafficking instances for children or youth in all cases the child has returned to their biological placement and been reunified, but your agency is still involved with the child for the subsequent period. If the state has reasonable cause to believe that any such child is, or is at risk of being, a victim of sex trafficking or a severe form of trafficking in persons, workers should use this code for time spent documenting in agency records and/or determining appropriate services with respect to any child living in their homes. Should the worker have any contact with law enforcement authorities, the National Center for Missing and Exploited Children, or the Federal Bureau of Investigation (FBI) related to any sex trafficking case or potential case in the state of Michigan, workers should also use this code to record their activity.

23. Direct Counseling or Treatment (Billable)

This activity code is for the direct counseling or treatment services provided by the case worker to ameliorate or remedy personal problems or behaviors. This code should not be used when caseworkers are arranging for these services to be provided or are referring the clients to such services. **The use of this code is appropriate only when the case worker being sampled is actually personally providing and licensed to provide direct psychological, clinical, or other therapeutic counseling or treatment.** This activity includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

24. Medicaid Eligibility Determination Activities and Outreach

This activity should be used when performing activities related to **Medicaid** eligibility determination activities for children in aftercare, which can include:

- a. Gathering information required for Medicaid determinations.
- b. Educating older children about or referring the foster child to the Medicaid program.
- c. Assisting the child in filling out the Medicaid application.
- d. Referring children to DHHS or the Michigan Health Insurance Exchange. This also includes any time spent working with DHHS Health Liaisons.

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities.

**Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016**

C. SERVICES TO CHILDREN IN THE ADOPTION PROGRAM

Activity codes under Services to Children in the Adoption Program refer to cases for a child for whom:

- (1) parental rights have been terminated (the TPR has been signed),
- (2) adoption is documented in the case plan as the goal for that child, and
- (3) the child is placed in a pre-adoptive home and/or the adoption petition has been filed.

All three criteria must be satisfied to select this program code.

This program code should be used for all staff activities provided to adoptive or potentially adoptive parents. All time spent with adoption ICPC cases should also be coded here.

25. Medical/Behavioral Health Case Management for Adoption Cases

This activity is used when the staff are assisting children or adoptive families find a provider, schedule a medical, dental, psychological/psychiatric or behavioral health appointment, explaining the need for referral for a medical service, or monitoring related services.

Examples of specific activities are:

- a. Medical case planning with the recipient, caregiver, and other appropriate parties, to identify the care, services, and resources required to meet the recipient's needs and how they might be most appropriately delivered. Includes client evaluation activities.
- b. Assessment of the recipients' family/community circumstances and medical service needs in order to coordinate the identification, accessing, and the delivery of services.
- c. Coordination and monitoring to ensure the recipients' access to medical care, services, and resources identified in the case plan.
- d. Attending staffing on medical, psychological/psychiatric and behavioral health care needs of the child, or developing case plans that outline health care needs of the child and parents (or caregivers) that address the services and resources needed.
- e. Assessing whether or not medical/behavioral health services are meeting the goals identified in the case plan. Assisting with identifying and accessing alternate or additional medical/behavioral health care and services.
- f. Referrals for Early Periodic Screening, Diagnosis, and Treatment (EPSDT) and follow up appointments.
- g. Contacting DHHS Health Liaisons to change or find providers on behalf of the child.

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities.

26. Adoption Case Management (Non-Medical/Non-Behavioral Health Related)

This activity is used when the case management activity is child welfare related and not a health related activity.

Activities in this category would include case and administrative reviews, case management/supervision, and related activities. Related home visits to check on status of the child as it relates to their safety and well-being would also be included. The types of services associated with non-medical and non-behavioral health case management are for housing, food, job networks, parenting, wrap-around services, intensive family services, daycare, and other public programs.

Examples of specific activities are:

- a. Visitation as part of case management.
- b. Educating family about available community services.
- c. Inventory resources available to the child or family.
- d. Contacting available resources on behalf of the child or family.
- e. Referring to non-medical services.
- f. Child welfare public information related to prevention and protection.
- g. Case conferences, family team meetings, and/or discussions of case plan requirements.

**Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016**

- h. Contact with providers and the child's family to discuss or inform them of child's status.
- i. Contact with providers to obtain information on and document services provided to the child.
- j. Contact with educational providers to discuss child's progress and needs.
- k. Arranging for translation services for a child and/or family.
- l. Planning and assessments that contribute to the above activities and related to placement status of the child.

Includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

27. Preparation for, or participation in, Judicial Activities related to Family Court and Child Welfare Hearings

This activity code is for the preparation for and participation in judicial activities, court proceedings, in Family Court. Activities that may be performed as part of this code include:

- a. Contacts and court proceedings for review hearings during supervision period, adoption confirmation hearing and activities, parental appeal of TPR, adoptive placement disruption and finalization hearings.
- b. Assisting the adoptive parents in preparing the PCA 301, Petition For Adoption, and accompanying documents.
- c. Writing court recommendations and progress notes, and sending/receiving files from the court related to the child's case.
- d. Case conferences related to child welfare legal matters.

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities.

Excludes non-child welfare legal activities, such as criminal matters.

28. Legal Activities Not Related to Child Welfare or Family Court

This activity code is for any time preparing for or participating in judicial hearings and activities that are not specifically related to the family court proceedings for an adoptive child.

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities.

29. Child Protective Services Complaint Investigation

This activity code is for investigation of and responses to complaints related to potential abuse or neglect of children by parents. Examples of this activity include:

- a. Conducting interviews, home visits, phone calls, or reviewing documentation, etc. to determine whether to substantiate or deny allegations of abuse or neglect.
- b. Performing case consultations regarding allegations of abuse or neglect.
- c. Completing complaint reports or narrative investigation reports.
- d. Sending notice of disposition of CPS investigation to accused perpetrator.
- e. Bringing the child to an emergency room or doctor to determine abuse or neglect.
- f. Communicating with law enforcement or DHHS about the investigation.

Includes all related paperwork, case supervision, phone calls, e-mails, documenting in MiSACWIS, filing, or travel required to perform these activities.

30. Direct Counseling or Treatment (Billable)

This activity would be used when providing billable direct treatment or counseling services to a client. **The use of this code is appropriate only when the worker being sampled is personally providing direct psychological, clinical, or other therapeutic counseling or treatment and is licensed and required to provide that specific therapy.** This

Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016

activity includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

31. Title IV-E Eligibility Redetermination Activities

This activity should be used when performing activities related to Title IV-E eligibility re-determination activities for the Adoption Assistance program. The eligibility criteria for Title IV-E is separate from those required for Medicaid. Only code time gathering information required for Title IV-E re-determinations to this activity. This activity includes paperwork, case supervision, phone calls, e-mails, clerical activities and time spent filling out or filing the DHHS-352 form or staff travel required to perform these activities.

32. Medicaid Eligibility Determination Activities and Outreach

This activity should be used when performing activities related to Medicaid eligibility determination activities which can include:

- a. Gathering information required for Medicaid determinations.
- b. Educating adopted children/parents about or referring adopted children/parents to the Medicaid program.
- c. Assisting families in filling out the Medicaid application.
- d. Referring clients to the Department of Health and Human Services (DHHS) or the Michigan Health Insurance Exchange. This also includes any time spent working with DHHS Health Liaisons.

Includes all related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016

D. SERVICES TO NON-CASE CHILDREN (SUCH AS SIBLINGS)

Services to Non-Case Children, including full family responsibilities, are for time spent working on behalf of a sibling child who still resides at home and is not in the care or legal custody of the State on matters unrelated to the case/case plan of the child in care.

If the activity is related to the case of a child who is in care or legal custody of the State, such as a sibling visit, go to Activities 1 - 11.

33. Medical/Behavioral Health Case Management

This activity code is for the referral, coordination, and monitoring of a child's medical, physical, dental, clinical, psychological/psychiatric, and behavioral health needs for all cases where a removal of another child from the home has occurred *and your activity relates to the direct care of a sibling still in the home*. Activities that may be performed as part of this code include:

- a. Coordinating medical, dental, psychological/psychiatric, and behavioral health needs of the child. Activities include scheduling appointments, attending psych and medication reviews, treatment planning, ensuring access to medications, monitoring progress locating appropriate doctors, working with insurance companies, etc. on behalf of the child not in care or custody of DHHS.
- b. Referrals to medical services, including Early Periodic Screening, Diagnosis, and Treatment (EPSDT), therapy, and other behavior health services, and follow up appointments.
- c. Coordinating health-related assessments of the child not in care or custody of the DHHS. Activities include pediatric screens and evaluations of child's developmental stage.
- d. Assisting the child not in care or custody of DHHS in identifying and obtaining available medical, psychological/psychiatric and behavioral health services to meet assessed needs. This activity also includes monitoring the outcomes of any service appointments.
- e. Case conferences related to the medical, psychological/psychiatric and behavioral health needs of the child.
- f. Responding to medical emergency calls and making necessary hospital visits with the child.
- g. Providing transportation for the child to or from a medical, dental, psychological/psychiatric, or behavioral health appointment.
- h. Contacting DHHS to change or find providers on behalf of the child.

Includes all related paperwork, case supervision, phone calls, e-mails, recording contacts, filing, or travel required to perform these activities.

34. Child Welfare Case Management (Non-Medical/Non-Behavioral Health Related)

This activity code is for general case management and case supervision activities for all cases where a removal of another child from the home has occurred *and your activity relates to the direct care of a sibling still in the home*. Referral, coordination, and monitoring of the child's *non*-medical needs should be coded here. The following activities are among those defined as case management:

- a. Attending meetings or appointments with the child not in the care or custody of the DHHS related to non-medical needs or services.
- b. Assisting the child not in the care or custody of DHHS or the family in identifying and obtaining available services to meet the assessed needs of that child. This activity also includes monitoring the outcomes of any service appointments and service plans consults.
- c. Participation in IEP, school hearings, and other educational meetings on behalf of a child not in care or custody of DHHS.
- d. Assisting clients with referrals for SSI eligibility for the non-case child.
- e. Providing transportation for the child not in care or custody of the DHHS to or from a non-medical appointment.

Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016

Includes

- Regularly scheduled home visits related to the above activities.
- Recording of contacts for all above activities.
- All related paperwork, case supervision, phone calls, e-mails, clerical activities (e.g. data entry, filing), or travel required to perform these activities.

35. Arranging for Medical and Behavioral Health Transportation or Translation Services

This activity includes arranging for specific support provisions, such as transportation or translation assistance, which are necessary for a child not in care or custody of DHHS or his/her family to access medical services. This activity includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities. *If providing the actual transportation, select the activity that the transportation is needed for.*

36. Arranging for Non-Medical Transportation or Translation Services

Use this code when arranging for transportation or translation assistance, which are necessary for a child not in care or custody of DHHS to access non-Medical educational and social services. This activity includes related paperwork, case supervision, phone calls, e-mails, data entry, filing, or travel required to perform these activities. *If providing the actual transportation, select the activity that the transportation is needed for.*

37. Legal Activities Not Related to Child Welfare or Family Court

This activity code is for any time preparing for or participating in judicial hearings and activities *related to the sibling of a foster child*. This activity includes testifying as a witness in a juvenile justice or criminal case, Friend of the Court hearing or other legal matter related to the sibling. This activity includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

38. Child Protective Services Complaint Investigation

This activity code is for investigation of and responses to complaints related to potential abuse or neglect of children by parents. Examples of this activity include:

- a. Conducting interviews, home visits, phone calls, or reviewing documentation, etc. to determine whether to substantiate or deny allegations of abuse or neglect.
- b. Performing case consultations regarding allegations of abuse or neglect.
- c. Completing complaint reports or narrative investigation reports.
- d. Sending notice of disposition of CPS investigation to accused perpetrator.
- e. Bringing the child to an emergency room or doctor to determine abuse or neglect.
- f. Communicating with law enforcement or DHHS about the investigation.

Includes all related paperwork, case supervision, phone calls, e-mails, documenting in MiSACWIS, filing, or travel required to perform these activities.

39. Sex Trafficking Monitoring and Reporting

This activity code is for time spent identifying sex trafficking instances for children or youth in all cases where a removal of a child from his/ her home has occurred. If the state has reasonable cause to believe that any such child is, or is at risk of being, a victim of sex trafficking or a severe form of trafficking in persons, workers should use this code for time spent documenting in agency records and/or determining appropriate services with respect to any child. Should the worker have any contact with law enforcement authorities, the National Center for Missing and Exploited Children, or the Federal Bureau of Investigation (FBI) related to any sex trafficking case or potential case in the state of Michigan, workers should also use this code to record their activity.

40. Direct Counseling or Treatment (Billable)

This activity code is for the direct counseling or treatment services provided by the case worker to the sibling of a foster child, to ameliorate or remedy personal problems or behaviors. This code should not be used when caseworkers are

**Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016**

arranging for these services to be provided or are referring the clients to such services. **The use of this code is appropriate only when the case worker being sampled is actually personally providing and licensed to provide direct psychological, clinical, or other therapeutic counseling or treatment.** This activity includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016

E. SERVICES TO ADULTS (NOT RELATED TO CHILD WELFARE OR LICENSING)

Services to Adults pertain to activities not related to the treatment plan and reunification goals of a child but in support of his/her adult counterparts. This program includes working with biological parents, relatives, or non-relative custodians in-home as part of a wraparound service that is **not related to a child's case/treatment plan**. This program should not be used for parents who are working towards reunification.

41. Medical/Behavioral Health Case Management

This activity code is for the referral, coordination, and monitoring of an adult's medical, dental, psychological/psychiatric, or behavioral health needs. This activity is only related to the case management of medical services for adults that are for activities **NOT RELATED TO THE CHILD'S CASE PLAN**. These activities are related to, but are not limited to, physical, dental, clinical, psychological/psychiatric, and behavioral health care. The following activities are among those defined as medical/behavioral health case management:

- a. Coordinating medical, dental, psychological/psychiatric and behavioral health needs of the adult when it is not related to the foster child's case. Activities include scheduling appointments, locating appropriate doctors, attending psych and medication reviews, treatment planning, managing medication, drug testing/screening if not related to the child's case, monitoring progress, working with insurance companies, etc. This activity also includes referrals to medical services, including therapy and other behavioral health services.
- b. Evaluating health-related needs of the parent.
- c. Contacts with medical, dental, psychological/psychiatric and behavioral health providers related to medical progress/needs of the adult.
- d. Case conferences related to the medical needs of the adult.
- e. Responding to emergency calls and making necessary hospital visits or stays with the adult.
- f. Providing transportation for the adult to or from a medical, dental, psychological/psychiatric or behavioral health appointment of their own (not of their child).

Includes all related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

42. Non-Medical Case Management

This activity code is for direct support of an adult in some way related to the foster child for activities **NOT RELATED TO THE CHILD'S CASE PLAN**. Referral, coordination, and monitoring of the adult's non-medical needs should be coded here. The following activities are among those defined as non-medical case management:

- a. Assisting clients in identifying and obtaining available services to meet assessed needs of the adult. Activities include but are not limited to determining what services are appropriate and available and referring to those services. This activity also includes monitoring the outcomes of any service appointments and consults related to the non-medical needs of the adult.
- b. Case conferences related to the non-medical needs of the adult.
- c. Assisting with non-medical crisis management on behalf of the adult. This example includes time spent mediating as well as meeting with police officers.
- d. Providing transportation for the adult to or from a non-medical appointment of their own (not of their child).
- e. Referral to assistance programs including daycare for a child not in the care or custody of DHHS.

Includes all related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

Excludes anything related to the foster child or the child's case plan (see activities 1-19).

Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016

43. Arranging for Medical and Behavioral Health Transportation or Translation Services

Arranging for transportation or translation assistance, which are necessary for the adult to access medical services. This activity includes all related paperwork, phone calls, e-mails, clerical activities (e.g. data entry, filing), or travel required to perform these activities. *If providing the actual transportation, select the activity that the transportation is needed for.*

44. Arranging for Non-Medical Transportation or Translation Services

Use this code when arranging transportation or translation assistance, which are necessary for the adult to access non-Medical educational and social services. This activity includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities. *If providing the actual transportation, select the activity that the transportation is needed for.*

45. Legal Activities Not Related to Child Welfare or Family Court

This activity code is for any time preparing for or participating in judicial hearings and activities concerning an adult related to the foster child regarding non-child welfare legal matters. This activity includes testifying as a witness in another case or attending drug court with adults. This activity includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

46. Direct Counseling or Treatment (Billable)

This activity code is for the direct counseling or treatment services provided by the case worker to the parent of a foster child to ameliorate or remedy personal problems or behaviors. This code should not be used when caseworkers are arranging for these services to be provided or are referring the clients to such services. **The use of this code is appropriate only when the case worker being sampled is actually personally providing and licensed to provide direct psychological, clinical, or other therapeutic counseling or treatment.** This activity includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

**Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016**

F. ~~TRAINING ACTIVITIES (DELIVERY OF OR PARTICIPATING IN) NON-CASE SPECIFIC ACTIVITIES~~

The Non-Case Specific Activities should be selected for worker time spent on various activities that are not tied to a specific case.

47. Child Welfare Training Activities

This activity code is for all other activities associated with participating in child welfare training activities, including but not limited to:

- a. Social work practice (In-service training) – such as family centered practice and social work methods;
- b. Child abuse and neglect issues such as the impact on a child;
- c. Communications skills with children and families;
- d. General information on topics such as substance abuse, domestic violence, mental health, child development, visitation, and cultural competency;
- e. Participating in trainings on how to use MiSACWIS;
- f. Child placement, case management, recruitment and licensing of foster homes, and eligibility determinations for Title IV-E; and
- g. Time spent at any professional conferences related to social work, foster care, or adoption.

Includes all related paperwork, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

48. Training for Current or Prospective Foster Parents

This activity code is for all activities associated with delivering training to current or prospective Foster parents. This activity includes ongoing foster parent skill development, and related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

49. Training for Current or Prospective Adoptive Parents

This activity code is for all activities associated with delivering training to current or prospective Adoptive parents. This activity includes ongoing adoptive parent skill development, and related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

50. General or Other Non-Child Welfare Training Activities

This activity code is for all other activities associated with participating in training activities (not elsewhere described above). This activity includes internal staff trainings, office procedures, general policy changes, using new e-mail systems, etc. This activity includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

51. Local Office Expert Training

This activity code is for Local Office Experts (LOE) to code their time spent training agency staff on various topics. This code is meant to capture LOE time only. This activity includes time spent answering MiSACWIS questions, helping staff with MiSACWIS online help, monitoring the MiSACWIS website, and any time spent with the MiSACWIS Help Desk. Participation in a training by an LOE should be coded to one of the above training activities. This activity includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

**Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016**

~~G. GENERAL AGENCY ACTIVITIES~~

52. General Recruitment/Licensing Approval of Foster/Adoptive Homes

This activity code is for worker participation in recruiting and licensing of foster/adoptive homes. This activity includes:

- a. Speaking to prospective applicants; participating in local forums or public service programs to inform the public of the need for shelters and foster homes for children needing protection; composing brochures or flyers, or distributing existing materials; other promotional activities that are directly related to recruitment and licensing; participating in recruitment committees.
- b. Initial approval/licensure/certification/registration study; contacting and approving relative homes; interim monitoring; renewals; denials; and revocations; and conducting background checks.
- c. Retention activities such as foster parent appreciation events.
- d. Assistance with investigations of reports of foster home licensing violations.
- e. Home studies and time spent on the 3130-A relative home assessment for a child not on your caseload.
- f. The review of standards for admission policies, safety, sanitation and protection of civil rights.

If the activity is associated with the recruitment or licensing on behalf of a specific child on the worker's caseload, please refer to activity 11 or 12.

Includes all related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

53. Fundraising

This activity code is for worker participation in fundraising to support the programs overseen by the CPA, a specific foster home, or outside fundraising activities. Examples include collecting donations or goods for a specific family or child, raising funds through events such as auctions, bake sales, raffles, etc., or attending an event during work hours that agency fundraising staff conduct. This activity includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.

54. Lunch/Break

Scheduled or unscheduled breaks (e.g. bathroom trips, lunch break, coffee breaks, personal phone calls) should also be coded here

55. General Administrative Activities

This activity is only for general administrative activities where the worker is being paid for the time performing those activities, which DOES NOT include flextime. This activity includes other non-case related activities such as:

- a. Organizing your desk.
- b. Time keeping.
- c. Preparation for or involvement in office functions.
- d. Filling out personnel forms to provide to human resources.
- e. General Staff Meetings regarding office administrative policies.
- f. Preparing and coordinating staff schedules, including for on-call purposes.
- g. Professional reading not related to a specific case.
- h. Work-related volunteering.
- i. A weather emergency where you do not report to work and are paid for that day.

This activity should NOT be selected when the worker is performing a task that can be tied to a specific case. You will be asked to describe the activity in your own words, and this activity should not be used for any phone call, email, documentation activity, travel to/from meetings with clients or required trainings that you attend, or filing activity if you can tie that task to a specific case.

**Michigan Department of Health and Human Services
Child Placing Agency Time Study Instructions
Effective October 2016**

56. Paid Time Off: Sick/Vacation/Other Paid Time Off

This activity code should be used when the worker is out sick (paid) or on some variety of paid leave, including medical or vacation leave.

57. Unpaid Time Off: Not Scheduled to Work/Flextime/Other Unpaid Time Off

This activity code should be used only when the moment occurs during a time when the worker is not scheduled to be at work, **including flextime. Do not record paid time off, weather emergencies where you do not report to work, sick, or vacation time here.** For example, if you work 9 AM – 5 PM and were sampled at 8 PM you were not scheduled to work at that time.

58. Non-DHHS CPA Contract Activity

This activity is to be used when performing an activity that is not related to the CPA, adoption contract, or Independent Living Services Plus (ILSP) contract duties. **This activity includes voluntary placements or a private placement agreements where DHHS is not the funding agency. It also includes extenuating non-DHHS work circumstances such as being deployed to assist refugees in an emergency or working under a different capacity for your agency.** This activity includes related paperwork, case supervision, phone calls, e-mails, clerical activities, or staff travel required to perform these activities.